

**MINUTES OF THE MEETING OF
CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD (CTMUHB)
ANNUAL GENERAL MEETING**

**HELD ON THURSDAY 30 SEPTEMBER 2020
AS A VIRTUAL MEETING BROADCAST LIVE VIA MICROSOFT
TEAMS**

MEMBERS PRESENT:

Marcus Longley	– Chair
Paul Mears	– Chief Executive
Maria Thomas	– Vice Chair
Jayne Sadgrove	– Independent Member
Paul Griffiths	– Independent Member
Mel Jehu	– Independent Member
Nicola Milligan	– Independent Member
James Heir	– Independent Member
Dilys Jouvenat	– Independent Member
Alan Lawrie	– Executive Director of Operations
Hywel Daniel	– Executive Director of Workforce & Organisational Development (interim)
Kelechi Nnoaham	– Executive Director of Public Health
Clare Williams	– Executive Director of Planning & Performance (Interim)
Alan Lawrie	– Executive Director of Finance
Steve Webster	– Executive Nurse
Greg Dix	

IN ATTENDANCE:

Georgina Galletly	– Director of Corporate Governance/Board Secretary
Cally Hamblyn	– Assistant Director of Governance & Risk
Wendy Penrhyn-Jones	– Head of Corporate Administration
Emma Walters	– Corporate Governance Officer (Secretariat)
Michael Smith	– Communications Team
Natasha Weeks	– Communications Team

APOLOGIES:

Phillip White	- Independent Member
Nick Lyons	- Medical Director/Deputy Chief Executive
John Beecher	- Chair, CTM Community Health Council (CHC)
Cathy Moss	- Chief Officer, CTM CHC
Olive Francis	- Deputy Chair, CTM CHC

PRELIMINARY MATTERS

HB/20/183

WELCOME & INTRODUCTIONS

The Chair welcomed everyone to the Annual General Meeting which was being broadcast 'Live' via Microsoft Teams as a result of the ongoing Covid-19 pandemic. The Chair also extended a welcome to all those observing the meeting today over the internet. Marcus Longley stated that whilst no questions had been received in advance of the meeting there was still an opportunity to respond to any questions raised during the meeting.

The Chair extended a warm welcome to CTM's new Chief Executive, Paul Mears and paid tribute to Dr Sharon Hopkins who had until recently been the interim Chief Executive. Marcus Longley stated that the Board owed Dr Hopkins a great deal to her exceptional leadership which had provided a stable platform for the organisation for much of the year being reported.

HB/20/184

CTMUHB – STORY OF OUR FIRST YEAR

Marcus Longley stated that a video had been prepared for the AGM which aimed to capture some of the key issues that occurred during CTM's first year, beginning with the lessons learnt from women and their families with regard to maternity services. The Chair stated that the video also featured a snapshot of various key achievements as well as aspects of the 'normal' business of the Health Board which included not just the care provided hospitals but also primary and community services. Marcus Longley advised that the video also touched on the Covid-19 Pandemic.

The video was played to meeting attendees and broadcast simultaneously to those who were observing the meeting via the website link. The Chair confirmed the video would be available on CTM's website following the meeting along with a recording of the live-streaming AGM event.

Marcus Longley took the opportunity to thank all those involved in compiling the video.

HB/20/185

CTMUHB ANNUAL REPORT 2019/20 INCLUDING THE ANNUAL QUALITY STATEMENT (AQS)

The Annual Report and AQS were **RECEIVED**.

Marcus Longley invited Georgina Galletly to introduce these documents.

Georgina Galletly thanked the Chair for the opportunity to present the Annual Report as CTM's new Director of Corporate Governance advising that the video had been developed with a view to providing a more engaging way for more people to access information on the work of the organisation and summarising the past year.

Georgina Galletly stated that for those who would like to access further details of the challenges, performance and achievements of the organisation over the past year there was a suite of documents available on the website under the health board meeting tab as well as in hard copy upon request. Georgina Galletly stated that the Annual Report consisted of a number of documents namely: a performance report featuring key targets including steps being taken to improve further; an accountability report setting out how the organisation managed and controlled its resources and risks to comply with its governance arrangements; and financial statements. With regard to the AQS, Georgina Galletly stated that this highlighted actions taken to improve the quality of services over 2019/20.

Whilst all Board colleagues had already had the opportunity to comment upon these documents throughout the drafting process, Georgina Galletly stated she was happy to take any comments or queries.

Marcus Longley thanked Georgina Galletly for the reports.

HB/20/186

FINANCIAL OVERVIEW 2019/20.

Marcus Longley invited Steve Webster to provide an overview of the financial position for CTM's first year.

Steve Webster's provided a summary presentation which included reference to performance against key financial targets, revenue expenditure, changes to revenue expenditure and the achievement of end-of-year financial balance.

Whilst there were no questions for the Director of Finance to address Marcus Longley thanked Steve Webster for his presentation noting that the organisation spent around £3m of public money each day. The Chair stated that the Health Board existed to provide excellent care for the local population as well as to improve their general health. Marcus Longley stated that it was a tribute to everyone working within the service that it managed to live very largely within its resources.

Finally the Chair referenced the fundamental need to continue to provide care at community level wherever possible rather than requiring

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patient to attend hospital; for this reason, Marcus Longley said that the shift in investment to primary care was a significant strategic achievement.

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QUESTIONS & ANSWERS

The Chair stated that this was the point in the meeting where it was possible to invite questions, comments and observations. The following questions were submitted:

When can we expect services to return to normal at the Royal Glamorgan Hospital?

The Chair invited the Chief Executive to respond.

Paul Mears stated that the difficult decision to divert services away from this hospital had recently been made which had been based upon the risks for patients and staff. Paul Mears stated the divert involved directing patients to Prince Charles, the Princess of Wales Hospital and a smaller proportion of patients to the University Hospital of Wales in Cardiff and that proactive testing of asymptomatic patients and staff was continuing. Assurances were given that following discussions with colleagues at Public Health Wales, as soon as it was felt appropriate to cease the divert this would be actioned.

I am waiting from surgery at the Royal Glamorgan Hospital, what will happened regarding that now?

The Chair invited the Chief Executive to respond.

Paul Mears stated that three priority cancer operations had proceeded that week at the hospital and that reviews were underway as regards the operations which had been postponed. The Chief Executive stated that whilst it was not possible at the current time to reschedule these operations patients would be kept informed. The Chair stated that challenges of returning hospital sites to pre-Covid 19 levels of capacity had been discussed earlier that day at the Health Board meeting. Marcus Longley stated that all hospital were managing with reduced bed capacity due to the infection prevention and control implications arising from the pandemic. Assurances were offered that all waiting lists had been assessed so that patients were treated in terms of their individual clinical needs.

Marcus Longley stated that CTM was lucky to have Paul Mears who offered a fresh pair of eyes on these issues. Paul Mears responded that despite the challenges, he had been impressed by the positivity and commitment of staff who recognised the current situation as an opportunity to strive for further service improvement. The Chief Executive stated that the current situation had led to care needing to be

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provided differently resulting in staff embracing digital means of making contact with patients which was often more convenient for both parties.

Paul Mears also said that he had seen examples of good team working and engagement with clear evidence of the organisation being on an improvement journey. Reference was made to the implementation of the new operating model from April 2020 which looked to build upon strengths and capabilities in an open and transparent way as well as enabling concerns to be raised. The Chief Executive said that aside from Covid-19, the health board had a role in improving health and wellbeing and that innovative means of delivering healthcare would bring about more strategic outcomes for the benefit of patients and the wider community.

Why aren't all Covid 19 patients being sent to the Field Hospital which would allow the Royal Glamorgan Hospital to be retained for elective work?

The Chair invited the Chief Executive to respond.

Paul Mears stated that consideration was being given to how the Field Hospital could be used to support the current situation. The Chief Executive stated that due to the nature of its facilities, it was suited to meet the needs of patients requiring 'step-down' care prior to discharge.

Alan Lawrie added that the Field Hospitals had initially been established to provide continuing care as they did not have the broader range of facilities found at a district general hospital, such as piped oxygen. This therefore limited the type of patients that could be accommodated there. Alan Lawrie added that wherever possible staff were seeking to avoid the need to transfer patients.

CTMUHB Community Partnership Panel – what are you looking for in terms of community contributors?

The Chair invited the Chief Executive to respond.

Paul Mears stated that following the discussion of issues in relation to the 24hr Consultant-led service at the Royal Glamorgan Hospital, it was felt necessary to engage with the local community regarding how such services operated. Clare Williams stated that requests had been issued to community based groups to confirm the level of interest in contributing to such work and the learning derived from this would hopefully lead to the scope of the panel being broadened. The closing date for expressions of interest in contributing to the Community Partnership Panel was noted as 9th October 2020.

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Marcus Longley stated that there was also likely to be a Board level independent member vacancy in the coming months and invited anyone who was interested to contact him to discuss this further.

How are we expecting digital service to transform the way in which services were provided in the future.

The Chair invited the Director of Planning and Performance whose portfolio included Digital to respond to this question.

Clare Williams stated that some 12 months earlier the digital landscape had been very much a 'safe and steady' approach but that the arrival of the pandemic had demonstrated the benefit of digital technology to both patients and staff. Clare Williams stated that following the arrival of Coronavirus the growth in use of technological solutions had been rapid with the Board now also using digital technology to conduct both its regular and annual Board meetings. Patients were noted to be receiving the offer of virtual appointments and GP colleagues now more easily able to make contact with their secondary care colleagues for advice which avoided unnecessary referrals. Clare Williams also referenced the pending switch to digital patient records which was scheduled for the end of the calendar year.

Marcus Longley thanked everyone for their contributions and confirmed that this concluded the question and answer session.

HB/20/188

CLOSING REMARKS

Paul Mears stated that 2019/20 had been a challenging year for CTMUHB and these were continuing due to the pandemic. The Chief Executive stated that everyone he had met had confirmed they were committed to maintaining services to ensure patients were able to obtain the treatment and care they needed at the right time. Paul Mears thanked CTM's local communities and its stakeholders for their support and said there would be an ever increasing need to collaborate going forward.

Marcus Longley added his thanks and invited feedback as to how CTMUHB could further improve its services.

The Chair referenced the need for the organisation to manage within its means, to maintain staff morale and referenced the strength of the local community which he said were a privilege to serve. Marcus Longley stated this strength had shone out during the public meetings earlier in the year that he hoped the subsequent Board decision to maintain a 24hr Consultant-led Accident & Emergency Service demonstrated that the voice of the community had been heard.

The meeting then closed.

SIGNED:.....
M Longley, Chair

DATE:.....

Unconfirmed